



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 3/27/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-10		Date Received APR 4 1973	Date Completed APR 6 1973
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Public Safety Garage 959 E. Confederate Ave. Atlanta, Ga. 30316		4. Person to Contact George Earnhart	5. Working Title Supervisor
		6. Tel. No. ext. 282	
7. ACTION REQUESTED			
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series	9. Exact Series Title Repair Work Sheet File		
10. What is the function of the office in which this record series is created?			

The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records. The division is further responsible for accounting for funds, receiving and disbursing funds and budgeting for funds. The Division is further responsible for the procurement of supplies and equipment, their issuance and maintenance. The Division is further responsible for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Document relates to repair work on patrol vehicles done in State Patrol Garage.
Consist of repair work sheet (Form GSP-37)
File arranged numerically by work sheet number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4.5		1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6	
			Monthly AVERAGE DAILY REFERENCES	This Year's	Last Year's
				2 or 3 times	1 or 2 times
				1st mo	2nd mo

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? Treas. office has record copy | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? 1. Treas
2. Post | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. Inventory Cards | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) See attached sheet addressing separate files of this series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3/24/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	3-27-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ligon</i>	4-5-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Correll Hart</i>	4-3-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	4-5-73

STATE RECORDS
COMMITTEE

Georgia Department of Public Safety Treasurer's Office Copy

Cut off each fiscal year; hold in current files area
1 year or until state audit has been completed, whichever
is later; then destroy.

Georgia Department of Public Safety Garage Copy

Cut off each fiscal year; hold in current files area
1 year or until state audit has been completed, whichever
is later; then destroy.

Georgia Department of Public Safety Post Copy

Cut off each fiscal year; hold in current files area 1 year
or until state audit has been completed, whichever is later;
then destroy

(☒) Concur

() Nonconcur

JB Bailey 3/27/73
DPS Treasurer (Signature)

(☒) Concur

() Nonconcur

George Bernhardt 3/27/73
DPS Garage Supervisor (Signature)